

**STATE OF MONTANA  
DEPARTMENT OF TRANSPORTATION  
HIGHWAYS DIVISION**

**Order for Additional Work**

**( ) Railroad    ( ) Utilities**

Work Order No. _____
Project Control No. _____
Project I.D. No. _____ I.C.
Project I.D. No. _____ Const.
Project Designation _____

Company \_\_\_\_\_ Date \_\_\_\_\_

Total This Work Order (State Share) = \$ \_\_\_\_\_

Reference is made to that Agreement dated \_\_\_\_\_ entered into between the Department of Transportation and the owner. A description of the work and the costs involved are outlined below.

Original Agreement	Previous Work Orders	New Total
State % _____ State \$ _____	State % _____ State \$ _____	State % _____ State \$ _____
Utility % _____ Utility \$ _____	Utility % _____ Utility \$ _____	Utility % _____ Utility \$ _____

Justification (attach a detailed description of stations, type of work, etc., including exhibits and any other information to justify this work order, in detail)

- (1) Cost Overrun - reason. \_\_\_\_\_
- (2) Change in Scope - reason. \_\_\_\_\_
- (3) Outdated Agreement - reason. \_\_\_\_\_
- (4) Other - reason. \_\_\_\_\_

The facility's owners shall comply with the requirements of CFR TITLE 23 and amendments thereto as issued by the FHWA.

Prior Discussion \_\_\_\_\_ Utility Section \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED:**

Utility Company _____	Title _____	Date _____
Utility Agent _____		Date _____
District Administrator _____		Date _____
Helena _____	Title _____	Date _____

**Use of Utility Work Orders**

- (1) When the scope of work changes approximately 15%. This means if alignment, numbers of facilities (poles, footage of cable) change approximately 15%.
- (2) If the agreement estimate changes by approximately 15%.
- (3) To justify a 15% or more overrun at final billing (state share).
- (4) District approves UWO up to \$10,000; Helena approves UWO more than \$10,000. (A copy of the District-approved UWO must be submitted to the Utility Section).
- (5) District or utility company can fill in cost of work order and justification
- (6) Work Order should be approved prior to work proceeding. In emergency cases, the Utility can continue work by the District obtaining verbal approval from the Utility Section in Helena.